

17 January 1966

CHANGE IN SPECIAL PANEL MINUTES PROCEDURES

A. Minutes of Meetings

Show heading, members who attended, date, call to order, and:

(1) Suggestions Adopted:

<u>No.</u>	<u>Name</u>	<u>Title</u>	<u>Award</u>
007	James Bond	Technical Device for Telephone Protection	\$000.00
...

(In each of the Panel suggestion files we will place a brief one-page summary of the suggestion, discussion, and recommendations, with a space for the A/Chairman's approval or disapproval.)

(2) Cases Deferred:

<u>No.</u>	<u>Name</u>	<u>Title</u>	<u>Remarks</u>
...
...

(3) Suggestions Not Adopted:

<u>No.</u>	<u>Name</u>	<u>Title</u>	<u>Panel Action</u>
...
...

(4) Adjournment:

B. Format of Case Summaries and Minutes

Original copy of all cases will be attachments to the Minutes of the Meeting and kept in the Special Panel Minutes file. Copy of each summary will be placed in the case file.

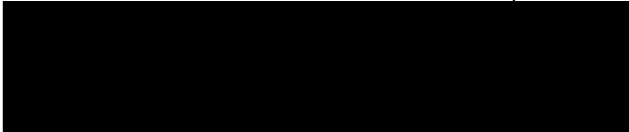
The format for the minutes will resemble major awards minutes.

At each meeting, the Special Panel will review minutes of previous meetings and vote on the cases.

C. Close-Out Letters

In the past, close-out letters were prepared by this office and routed to the Chairman of the Special Panel for signature. Letters will be signed by the Executive Secretary of the Agency's Suggestion Awards Committee, based upon the Panel's conclusions--similar to the close-out procedures for Major and Minimal cases.

STATINTL



Executive Secretary
Suggestion Awards Committee

Chairman, Suggestion Award Committee shall authorize awards up to \$50.00

Sugg. Award Committee shall authorize awards up to and including \$300.00. DD/S shall authorize awards in excess of \$300.00 up to and including \$1000.00.

DCI shall authorize awards in excess of \$1000.00 up to/ and including \$5000.00.

CSC shall authorize awards in excess of \$5000.00

Chairman shall budget for and authorize payments by the Controller.